

ATTENDANCE POLICY

Friary Pre School



THE CATHOLIC DIOCESE OF
ARUNDEL & BRIGHTON



Approved by:	Friary Preschool Committee
Last reviewed on:	September 2025
Next review due by:	September 2026

Attendance Policy

1. Policy Statement

Regular attendance is essential for children's well-being, learning, and development. This policy outlines the procedures for monitoring and following up on attendance in line with the Early Years Foundation Stage (EYFS) statutory framework 2025.

2. Aims

We aim to:

- Encourage regular attendance and punctuality.
- Identify and address concerns around attendance early.
- Follow up promptly on unexplained or prolonged absences.
- Maintain accurate attendance records.
- Safeguard children through clear procedures in line with safeguarding and welfare requirements.

3. Attendance Expectations

- Children are expected to attend regularly according to their agreed sessions.
- Parents/carers must inform the setting by 9:00 am on each day their child is absent, stating the reason.
- Absences due to illness, holidays, appointments, or other reasons should be communicated promptly.

4. Monitoring & Follow-up Procedures

a) Daily Registers

- Attendance is recorded at the start of each session.
- Registers are checked daily by the designated safeguarding lead (DSL) or nominated staff member.

b) Unexplained Absences

- If no contact is made by 9:30 am, the setting will call the parent/carer using the provided contact numbers.
- If no contact is made by the end of the day, a second emergency contact will be tried.
- Continued lack of contact may lead to a home visit or escalation to local safeguarding services if concerns persist.

c) Prolonged Absence / Repeated Patterns

- Any absence lasting more than 5 consecutive sessions without adequate explanation will be flagged and recorded.
- Patterns of frequent absence (e.g., frequent Fridays/Mondays) will be monitored and discussed with parents.
- Concerns may be shared with relevant agencies (e.g., health visitor, local authority) as part of our safeguarding duties.

5. Emergency Contact Details

- Parents/carers must provide at least two emergency contact details and ensure they are kept up to date.
- We recommend providing a third emergency contact, if possible.

6. Children Missing Education

- If a child leaves the setting without notification and their whereabouts are unknown, this will be treated as a safeguarding concern.
- In such cases, we will follow the local authority CME protocol.

7. Holidays / Planned Absences

- Parents are encouraged to take family holidays during school breaks where possible.
- Planned absences should be notified in writing using our Absence Request Form.
- In the event of a long-term absence, your child's key practitioner will schedule regular catch-up sessions via phone or email to ensure continuity of learning and support your child's ongoing progress and development.

8. Safeguarding Statement

This policy forms part of our wider safeguarding approach and is implemented in conjunction with our:

- Safeguarding & Child Protection Policy
- Missing Child Policy

9. Roles & Responsibilities

Role	Responsibility
Key Person	Monitor attendance and raise early concerns.
Manager/DSL	Oversee attendance procedures and follow-up.
Parents/Carers	Notify absences and keep contact details updated.

11. Funding and Attendance requirements. (West Sussex)

Friary Pre-School receives early years funding from West Sussex County Council to provide free early education and childcare places. In line with local authority and Department for Education (DfE) guidance, funded hours can only be claimed for children who are registered and attending regularly. Occasional absences due to illness or family circumstances will not affect funding; however, prolonged or unexplained absences may lead to a review of the child's place and the setting's ability to claim funding. Parents are therefore asked to support regular attendance and maintain

communication with the setting regarding any absence. Persistent non-attendance without a valid reason will be reported to West Sussex County Council and may affect the continuation of funded entitlement.

10. Review

This policy is reviewed annually and in line with updates to statutory guidance.